



**DEPARTMENT OF THE NAVY**  
**PERSONNEL SUPPORT ACTIVITY**  
**937 NORTH HARBOR DRIVE**  
**SAN DIEGO, CALIFORNIA 92132-5190**

PERSUPPACTSANDIEGOINST 1040.1D  
N00C  
**20 April 1999**

PERSUPPACT SAN DIEGO INSTRUCTION 1040.1D

Subj: COMMAND RETENTION PROGRAM

Ref: (a) Retention Team Manual (NAVPERS 15878)  
(b) CINCPACFLTINST 1040.1E  
(c) Career Information Program Management  
(d) OPNAVINST 1040.6A  
(e) OPNAVINST 1160.5C

Encl: (1) Sample Career Counseling Quarterly Report  
(2) Codes for Career Counseling Quarterly Report

1. Purpose. To provide procedural guidance and command policy for retention program management within Personnel Support Activity, San Diego. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. PERSUPPACTSANDIEGOINST 1040.1C

3. Background. References (a) through (e) develop procedures for establishing a command-wide retention program. The retention of quality-enlisted personnel and junior officers to maintain the Navy's manpower requirements is an all hands effort. In these challenging times of a leaner and highly technical Navy, the importance of a viable and effective retention program which emphasizes upward mobility, training and education can not be overstated. Through strong chain of command support using the provisions of reference (a) through (e), this challenge can be met.

4. Responsibility. CINCPACFLT has designated the Commanding Officer as the Senior Career Counselor, each Officer in Charge is delegated and given the same authority for their respective detachment. Accountability ensures the success of the retention program. Officers in Charge shall use available assets and resources in establishing retention programs within their detachments.

5. Action.

a. Officers in Charge shall:

(1) Assign in writing, detachment career counselors and department/division career counselors to create a counselor to client ratio of not more than one to fifteen.

(2) Ensure all assigned detachment collateral duty career counselors have received Career Information Program Management (CIPM) training.

(3) Ensure that detachment career counselors possess the secondary NEC 9588 (obtained successfully by completing course A-500-0011) or attend the Career Information and Counseling (CIAC)

## PERSUPPACTSANDIEGOINST 1040.1D

refresher training course; carry out the counseling requirements of reference (a) and conduct CIPM training for detachment personnel per reference (c).

(4) Ensure all assigned career counselors are trained per reference (b). If the detachment size warrants combining the detachment career counselor (9588) and departmental/division career counselor duties into one, the training and qualification requirements of this instruction shall also be applied.

(5) Establish and maintain an Enlisted Professional Development Board in the detachment per reference (e).

(6) Conduct a retention meeting quarterly with the Detachment Leading Chief Petty Officer, Section Heads and Detachment Career Counselor.

(7) Evaluate the effectiveness of the detachment retention/personnel programs at least annually by utilizing the command retention/personnel programs evaluation guide provided in enclosure (1) of reference (b).

(8) Promote upward mobility programs for all personnel, pursue retention of best qualified personnel and encourage conversion from overmanned to undermanned ratings per reference (e).

### b. Record Keeping/Report Requirements

(1) NAVPERS Form 1160/11 (Career Counselor Record) shall be maintained and documented as outlined in Appendix B to reference (a).

(a) Ensure counseling is recorded on the NAVPERS 1160/11 and this document is placed in the service record upon transfer (complete and up-to-date).

(b) All completed NAVPERS 1160/11s on personnel separated or released from active duty shall be forwarded to Commander, Navy Recruiting Command, 5720 Integrity Drive, Millington, TN 38054, with a copy to the Naval Reserve Center nearest the member's intended home address.

(2) Copies of annotated Examination Status Verification Reports be forwarded to PERSUPPACT San Diego (N00C). Ensure the full name and all initials are added to the report and all personnel not assigned to the detachment are lined out. This information is used to produce command advancement statistics.

(3) When individuals reenlist, a personal letter will be sent from the Commanding Officer congratulating them on their decision. Forward via e-mail the name, rating, home address, length of enlistment contract, date of reenlistment, whether member is remaining onboard or being detached and any other pertinent information to PERSUPPACT San Diego (N00S) not later than 10 days prior to the reenlistment date.

(4) Officer and enlisted questionnaires are required by reference (d). Each detachment is responsible for providing and submitting questionnaires for each officer and enlisted individual who detaches or reports on PCS orders. Detachments will not provide this for customer commands.

PERSUPPACTSANDIEGOINST 1040.1D  
20 April 1999

6. Annual Retention Program Report. The format and guidelines for this annual report are provided in enclosure (1) of reference (b).

7. Quarterly Career Counselors Report. The Career Counseling Quarterly Report shall be forwarded via e-mail to PERSUPPACT San Diego (N00C) to arrive no later than the 5th working day of January, April, June and October. Report format is provided in enclosure (1). Use enclosure (2) to develop codes for the career counselor report.

8. Dissemination of Information. PERSUPPACT San Diego (N00C) will act as command liaison with CINCPACFLT on all retention matters. Officers in Charge shall ensure all reports have been reviewed for completeness, compliance with higher directives and are forwarded to arrive when due.

  
J. M. STILES

Distribution:  
PERSUPPACTSANDIEGOINST 5216.1J, Lists I and II

Career Counseling - Quarterly Report

From: Collateral Duty Career Counselor, PERSUPPDET  
 To: Commanding Officer, Personnel Support Activity San Diego (N00C)  
 Via: Officer in Charge, PERSUPPDET

Subj: QUARTERLY CAREER COUNSELING PROGRAM REPORT

1. Command Retention Statistics for: JUL - SEP98

Rating	First Term Elig Not Elig Reen			Second Term Elig Not Elig Reen			Career + Elig Not Elig Reen Flt Res			
PN										
DK										
SN										
OTHER										
TOTAL										

## 2. Retention Interviews and Required Interviews conducted this quarter:

- a. Number of reporting interviews:
- b. Number of retention program interviews:
- c. Number of incentive program interviews:
- d. Number of 17 year monitor interviews:
- e. Number of pre-sep/ret interviews:

## 3. Command Career Counselor attended the following meetings this month:

DATE	NAME OF MEETING	HOURS

## 4. Command Career Counselor visited the following department, detachments this month:

DATE	DEPT/DET	HOURS

## 5. The following requests were forwarded this month:

GUARD III	SCORE Program	STAR Program
Duty Preference Sheet	SWAPS	POW Notes
Military Training Courses		Enl NAPVERS 1306/7
Reenlistment Award	Other	

Codes for Section 7 of the Career Counseling - Quarterly Report

Section	Codes
NAME	First seven letters of last name
1. Transaction	R      Reenlisted E      Extendedfor 24 months or more D      Discharged F      Fleet Reserve T      Retired List
2. Rate/Rating	AMH1, PN2 PNSA, YNSR, DKCS
3. Time in service	1010 (10 years, 10 months) 0511 (5 years, 11 months)
4. Records	RER1; RE4; RE3B; RE1
5. SPD Code	KBM
6.	(1) USN                      (2) TAR
7. Sex	(1) Male or (2) Female
8. Race	(W) CAUC (B) BLACK (P) FILIPINO (H) HISPANIC (0) OTHER

Career Counseling - Quarterly Report (Continued)

6. The following is a projection for the next six months of personnel nearing EAOS/PRD and their career intentions:

RATE/NAME	DEPT/DIV	PRD/EAOS	CAREER INTENTIONS

7. Reenlistment/Discharge Data:

A. Recommendations - Ranking																											
N	A	M	E						1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	6	7	8

8. Reason Not Eligible:

<u>TERM</u>	<u>RATING</u>	<u>RECODE</u>	<u>TERM</u>	<u>RATING</u>	<u>RECODE</u>	

Officer-in-Charge/Command Career Counselor Comments:

1. Note 1
2. Note 2
3. Etc.

/s/  
NAME, RATE  
CCC, PSD

/s/  
NAME, RATE  
OIC, PSD